



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION JOB OPPORTUNITY

ENVIRONMENTAL PROTECTION ASSISTANT DIVISION DIRECTOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Current DEEP Employees
Location: Bureau of Water Protection and Land Reuse, Water Planning and Management Division,
79 Elm Street, Hartford
Job Posting No: #115084
Type of Position: Full-time, Permanent
Annual Salary: \$97,648 - 133,153 (MP 68)
Closing Date: November 23, 2016

Eligibility Requirements

Candidates must meet both General and Special Experience OR currently be working as an E.P. Assistant Division Director OR have previously attained permanent status in that job classification.

General Experience* Nine (9) years of professional experience in natural resource management, environmental conservation, energy research, energy planning, energy policy development, public outdoor recreation, pollution prevention, reduction and management, environmental regulatory programs or other related environmental protection field.

Special Experience: One (1) year of the General Experience must have been in a supervisory capacity responsible for the supervision of professional and technical support staff performing environmental protection work.

Note:

1. "Supervisory capacity" is interpreted as scheduling, assigning and overseeing work, establishing performance standards for employees and taking corrective measures to implement those standards.
2. For State Employees, the Special Experience is interpreted at the level of Environmental Protection Supervising Sanitary Engineer (Environmental Protection), Environmental Protection Supervising Air Pollution Control Engineer, Environmental Protection Supervising Civil Engineer, Environmental Protection Supervising Environmental Analyst, Environmental Protection Supervising Forester, Environmental Protection Supervising Fisheries Biologist, Environmental Protection Supervising Wildlife Biologist or other comparable supervisory title responsible for the supervision of professional and technical support staff performing environmental protection work.

Substitutions Allowed

1. College training in a scientific or technical discipline related to the environmental field, including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a scientific or technical discipline related to the environmental field as listed above including but not limited to the biological, earth, or physical sciences; environmental planning; environmental law; economics; leisure services; geographic information systems; geography with a concentration in geographic information systems; natural sciences; natural resources may be substituted for five (5) years of the General Experience.
3. A law degree with a concentration in environmental protection or a Doctorate degree in a field related to environmental protection may be substituted for six (6) years of the General Experience.

***Note:** Education may only be substituted for a total of six (6) years.

Description of Duties

This position will be responsible for overseeing the Infrastructure Management Section in the Water Planning and Management Division, including directing the policy and the regulatory and technical programs associated with the Municipal Wastewater, State Dam Repairs, Dam Safety Regulatory Programs, and Site Operations units while coordinating cross-cutting issues with the Assistant Division Director of Water Planning.

Duties will include:

1. Day to day management of the Section, including staff and office operations; setting priorities and coordinating, planning and managing activities; interpret and administer pertinent laws and regulations; evaluating operations and projects assigned to office and recommending improvements; representing the Department at meetings; and responding to inquiries relating to assigned programs;
2. Balance competing priorities to efficiently use available resources to meet goals and objectives;
3. Review and evaluate effectiveness of established or proposed policies and/or programs, assessing options and developing recommendations for improvement;
4. Prepare and/or direct development of office implementation plans for achieving goals and objectives utilizing innovative approaches;
5. Review new and revised federal and/or state regulations, statutes, guidelines and other written policies and formulate responsive policy options;
6. Coordinate with partners as appropriate, including technical consultation to local, regional, state and federal officials, and non-governmental organizations and constituent groups;
7. Build and provide the mentoring necessary to develop and expand staff capacity at all levels, with a focus on managing change and succession planning;
8. Serve in conjunction with the assigned supervisor as liaison to State Treasurer, EPA and others in the State Revolving Fund (CT Clean Water Fund);
9. Oversee direct operations and environmental compliance of 5 landfills and repairs of state owned dams and flood control structures, including contracting;
10. Develop, recommend and oversee capital budgets;
11. Provide guidance regarding implementation of new statutory approaches for private dam owner stewardship; and
12. Provide leadership during transition period associated with realignments within the Division and the Bureau as a whole.

The Preferred Candidate will have:

1. Excellent supervisory, management, and organizational skills, including the ability to lead a highly technical and experienced workforce;
2. Significant knowledge of state and/or federal laws/regulations related to water quality planning and management;
3. Considerable knowledge of environmental protection principles, practices and issues;
4. Experience with environmental permitting, enforcement and associated policies and procedures;
5. Experience developing and implementing innovative approaches to improve efficiency and quality of service and developing public policy to address complex and/or emerging environmental issues;
6. Proven experience exercising critical thinking, balancing competing priorities, making sound decisions, managing productivity, setting and defining expectations, establishing measurable goals, and coordinating programs;
7. Excellent written and oral communication skills, including the ability to communicate effectively with a highly technical and trained engineering and science staff and to communicate technical information in a clear and concise manner;
8. Experience in contracting and infrastructure construction and associated state procurement procedures;
9. Ability to create and maintain excellent intra/interagency and municipal relationships; and
10. Significant knowledge and experience in personnel management policy and procedures.

Note: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules as applicable.

APPLICATION INSTRUCTIONS To be considered for this position, applicants must submit a cover letter, resume, Application for Employment ([CT-HR-12 form](#)), and copies of their two most recent performance appraisals, to be received no later than the Closing Date, November 23, 2016. **(Incomplete or late packages will not be considered.)**
Submit your application materials to:

Department of Energy and Environmental Protection
Human Resources Division
79 Elm Street
Hartford, CT 06106-5127
Attn: Ana Natal
ana.natal@ct.gov
Telephone: (860) 424-5941
Fax: (860) 424-3896

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action and Equal Opportunity Employer that is committed to complying with the Americans with Disabilities Act. To request an accommodation contact us at (860) 418-5910 or deep.accommodations@ct.gov.